

FALL 2003 SHBP OPEN ENROLLMENT MILESTONE CHART for State Employers

Note: If the event is underlined, you should be accomplishing the event.

<u>PROJECTED DATE</u>	<u>EVENT</u>
September 12	Initial Open Enrollment paycheck message to employees paid through State Centralized Payroll.
Late-September	<i>SHBP Health Capsule</i> newsletter shipped to State universities, colleges, authorities and commissions.
September 26	Second Open Enrollment paycheck message to employees paid through State Centralized Payroll. <u>2003 Health and Dental Rate Charts and Health Capsule newsletter distributed with payroll.</u> State universities, colleges, authorities and commissions should <u>distribute the 2003 Health and Dental Rate Charts and Health Capsule newsletter</u> to their employees.
October 1	<u>Open Enrollment Begins.</u>
October 10	Open Enrollment “reminder” paycheck message to employees paid through State Centralized Payroll.
October 24	Open Enrollment “last chance” paycheck message to employees paid through State Centralized Payroll.
October 31	<u>Open Enrollment Ends.</u>
November 7	<u>Employer certified applications due at the Health Benefits Bureau.</u>
November 29	<u>Begin required deductions for employees paid through Centralized Payroll (start of pay period #26 – check date December 19).</u>
December 27	Open Enrollment changes effective for State employees paid through State Centralized Payroll.
January 1, 2004	Open Enrollment changes effective for all other State employees.